

APPENDIX C

MPS INSPECTION CHECKLIST

CHAPTER 1

	Needs		
	Yes	Improve- ment	No
1. Have all major command supplements to the DoD Postal manual been submitted to MPSA for approval and have all approved supplements been provided to MPSA? Foreword.		_____	
2. Is USPS indicia used on all mailings consisting of correspondence relating exclusively to business of the USPS? Paragraph 102.9.		_____	
3. Does the major command coordinate its resources and activities with other Military Services to avoid duplication of expenditures and effort for maximum effectiveness and economy? Paragraph 103.7.c. "	_____		_____
4. Has the major command developed contingency plans for providing postal services? Paragraph 103.7.d.		_____	
5. Has the major command established procedures to ensure complaints, inquires, and suggestions relative to mail service are given proper attention? Paragraph 103.7.m.			_____
6. Does the major command ensure that the facility review system properly considers MPO facility requirements, based on the standards set forth in Chapter 13 of this Manual? Paragraph 103.7.a.			
7. Do the Military Services route matter that requires the attention of HQ USPS through command channels to the MPSA? Paragraph 104.1.			
8. Are requests to establish MPOS and MAOS routed properly and do they contain all required information? Paragraph 106.3, 106.4 and 107.3.	_____	_____	
9. Are proper actions taken to disestablish MPOS and MAOS? Paragraph 108.2.b, 108.2.c, and 108.2.d.	_____		_____
10. Are contingency and reserved MPOS properly activated and deactivated? Paragraph 110.1.		_____	_____

	Yes	Needs Improve- ment	No
11. Are MPS privileges extended to only authorized users of the service? Appendix A, Section B.	_____	_____	
12. Are MPS privileges for banking facilities and credit unions restricted to transactions directly related with official operations? Appendix A, Subsection B.2.e.		_____	_____
13. Are parcel mail privileges for retirees restricted to not more than 1 pound? Appendix A, Subsection B.4.	_____	_____	
14. Is MPS support for U.S. contractors and their personnel limited to the country in which the contractor is performing and to the extent set forth in the contract? Was the concurrence of the overseas commander obtained before the contract was executed? Appendix A, Subsections B.7.a. and B.7.b.	_____	_____	
15. Have exceptions to user policy been approved by the ASD(P&L)? Appendix A, Subsection B.11.	_____		_____
16. Under normal circumstances, is 90-day notice given to individuals and organizations before postal service is withdrawn? Appendix A, Subsections B.13.a.		_____	_____
17. Are postal privileges for dependents withdrawn 90 days subsequent to the departure of the sponsor? Appendix A, Subsection B.13.c.	_____	_____	_____

CHAPTER 2 .

1. On being designated to provide MPS support, does the designated Military Service component commander properly coordinate postal support requirements with deployment force commanders? Paragraph 207.2.	_____		_____
2. Have Military Service component commanders provided MPS input to evacuation plans involving MPOS under their control? Paragraph 211.		_____	

CHAPTER 3

1. Do MPOS and mail transportation facilities maintain all required publications? Paragraphs 302 and 303.	_____		_____
2. Are personnel aware of how to procure required publications? paragraph 304. .__		_____	_____

	Needs		
	Yes	Improve-	No
		ment	
3. Have all data collection systems not specifically required by the DoD Postal Manual been approved by the MPSA? Part II paragraph 307.	_____	_____	_____
4. Are PARS reports being prepared properly and submitted in a timely manner? Part II paragraph 310.	_____	_____	_____

CHAPTER 4

1. Have all personnel who handle postal effects or accountable mail been designated appropriately on a DD Form 2257? Paragraphs 403 and 405.	—	—	_____
2. Before commanders designate MPCs, FPCS, COPES, and PFOS, do they carefully review personnel records to ensure the individual meets the qualifications listed in paragraph 402? Paragraph 403.1.	—	—	_____
3. Are completed DD Forms 2257 distributed as required? Paragraphs 403.1.a. and 403.1.b.	—	—	—
4. Are temporary COPES and PFOS designated when required? Paragraph 403.3.	—	—	_____
5. Are designations terminated using DD Forms 2257 when an individual is relieved, reassigned, or changes positions? Paragraph 405.	—	—	_____
6. When military or civilian personnel are relieved from postal duties for conviction of a crime, such as theft or moral turpitude, or relieved for cause, does the commander coordinate this action with personnel offices to ensure personnel records are properly annotated to prevent reassignment to postal duties? Paragraph 405.4.	—	—	—

CHAPTER 5

1. Are stamp stock and meter funds properly remitted? Paragraph 501.2.	—	—	_____
2. Have arrangements been made for a witness at locations where only one clerk is assigned, or has the responsible commander authorized the use of "no witness available?" Paragraph 501.3.	—	—	_____

	Needs		
	Yes	Improve-	No
		ment	
3. Is the amount of the MPO credit reflective of the needs of the facility? Paragraph 501.5.			
4. Is a properly completed PS Forms 3369 on hand for the COPE or PFO and all MPCs with accounts? Paragraph 503.3, paragraph 503.1.c. , and subparagraphs 502.3.a. , and 502.5.a.			
5. Are fixed credits in excess of \$1,000 authorized in writing by the appropriate commander? Paragraph 502.1.b.		_____	_____
6. When clerks are absent more than 5 consecutive working days and less than 31 total consecutive days, are they temporarily relieved of their accounts? Paragraph 502.1.e.		_____	
7. Are PS Forms 17 properly prepared and submitted for requisitions and stock replenishment? Paragraph 502.2.a.	_____		_____
8. Are requisitions prepared for dispatch and opened when returned in the presence of a witness? Paragraph 502.2.e.			
9. Are IRCs properly submitted to USPS? Paragraph 502.3.b.(1).(d).		_____	_____
10. Does the COPE order stock before cash on hand exceeds 25 percent of the fixed credit, or at least monthly? Paragraph 502.3.b.(2).			
11. Are fixed credits increased and decreased in accordance with established procedures? Paragraphs 502.3.c. , 502.4.c, and 502.5.c.			
12. Do window clerks replenish stock at required intervals? Paragraph 502.5.b.(1) and 502.5.b.(2).		_____	_____
13. Do PFOS and COPES, except COPES at one-person locations, post all PS Form 17 transactions to their PS Forms 3295? Paragraph 502.6.d.		_____	
14. Are bank deposit slips numbered with the same number as the PS Form 1412B that identifies the funds remitted? Paragraph 503.4.b. .		_____	
15. Are funds for flexible credits remitted at least every 2nd working day, except at locations where a weekly submission is approved? Paragraph 503.7.a.	_____	_____	_____

	Needs		
	Yes	Improve-	No
		ment	
16. Is the PFO or COPE with a flexible account submitting requisitions once each calendar month? Paragraph 503.9.	_____		
17. Do clerks with postal accounts have safes, lockable counter drawers, or cash boxes available to protect their postal effects? Paragraph 504.2.		_____	
18. Are safes and containers for storing postal effects used only for this purpose and not for storing personal property? Paragraph 504.2.			
19. Are duplicate keys and combinations sealed in PS Form 3977 and stored properly? Paragraph 504.2., and Chapter 9, Paragraph 906.2.		_____	_____
20. Are safe combinations changed at proper intervals? Paragraph 504.3.		_____	
21. Are stock-and meter funds kept separate from other funds except where commingling has been authorized in accordance with Chapter 7, Paragraph 711?	_____	_____	
22. Do customers personally affix stamps to mail and are the stamps on parcels canceled in front of the mailer? Paragraph 505.4.			_____
23. When mailing labels are used on parcels, do clerks affix postage to overlap the upper right corner of the label? Paragraph 505.4.	_____	_____	
24. Are commemorative stamps available and sold only during " authorized sale dates? Paragraph 505.7.			

CHAPTER 6

1. Are postage meter heads, seals, and tools stored securely when not in use? Paragraph 602.3.	_____	_____	_____
2. Do responsible commanders designate MPCs as meter custodians for meters operated at a location away from the COPE's duty station and at the duty station when the COPE is not present? Paragraph 602.4.		_____	_____
3. Is the meter and the PS Form 3602-P0 properly prepared before issue and after the close of every business day? Paragraphs 602, 603., and 605.	_____	_____	

	Needs		
	Yes	Improve-	No
		ment	
4. Do MPCS properly transfer responsibility for the meter during relief periods? Paragraph 602.5.			
5. Does the COPE or designated custodian remit meter funds daily and prepare the PS Form 3602-PO correctly? Paragraph 606.	_____	_____	_____
6. Do COPES with flexible credits submit the PS Form 3602-PO at the same interval as the PS Form 1412B? Paragraph 606.4.			
7. Are the postage meters set only by the COPE? Paragraph 607.1.		_____	_____
8. Do COPES set postage meters at proper intervals with recommended amounts of postage limited to anticipated sales for 6 months? Paragraph 607.1.	_____	_____	
9. Are all applicable forms prepared and submitted properly at locations where COPES set official DoD and customer postage meters? Paragraphs 613., 614., 615.			_____

Needs
Yes Improve- No
ment

CHAPTER 7

1. Are money orders only issued using an imprinter and never by handwriting or typing? Paragraph 701.1.

2. Do all imprinters at the MPO have the same office plate number? Paragraph 701.2.

3. Are MO forms requisitioned on PS Form 17 at least 45 days before they will be needed? Paragraph 702.1.

4. Does the land based MPO keep at least a 3-month supply of MO forms on hand? Does the mobile or shipboard MPO keep at least 5-month supply? Paragraph 702.2.

5. Are incoming MO shipments verified by both the COPE or MO clerk and a witness? Paragraph 703.2.

6. Is each sealed package of 100 MOS verified by serial number when it is opened? Paragraph 703.3.

7. Are all blank MOS received at an activity recorded on DD Form 885? Paragraph 704.1.

8. Upon change of COPE, has the new COPE signed the master DD Form 885 and, acknowledged receipt for the blank MOS currently retained by the outgoing COPE? Paragraph 704.1.

9. Is DD Form 885 used to document current change of custody of MO forms issued, transferred, or mailed to clerks at MPOs or units? Paragraph 704.1.

10. Are MO forms with the lowest serial numbers the first to be issued to MO clerks? When odd lot distribution of less than 100 MO sets is required, does the COPE and clerk verify each numbered set? Paragraph 704.2.

11. Is the distribution of MO forms to units conducting MOB away from the parent officer properly conducted? Paragraph 704.4.

	Needs		
	Yes	Improve-	No
		ment	
12. Are MO forms stored in a vault, a three-position combination safe, or a place of comparable security to which the accountable person has exclusive access? Are containers locked when not under direct control of the responsible individual? Are duplicate keys and combinations properly protected? Paragraph 705.1.	_____	_____	_____
13. Do all MO clerks have individual metal cashboxes, drawers, or safes equipped with suitable locking devices to safeguard MO forms and all-purpose date stamps in their custody? Paragraph 705.2.	_____	_____	
14. Are only U.S. currency, military payment certificates, U.S. Treasury checks, and Traveler's Checks (U.S. only) accepted as means for purchase of MOS? Paragraph 706.1.		_____	_____
15. Are spoiled or incorrectly prepared MOS properly processed? Paragraph 707.2.		_____	_____
16. When MOS are inadvertently issued out of sequence, does the issuing clerk return to the correct sequence as soon as the error is noted? Paragraph 707.3.	_____		
17. Do clerks require presentation of an I.D. card before cashing USPS and Canadian MOS? Is the I.D. number annotated on the back of the MO? Paragraph 708.1.		_____	
18. With the exception of COPES, MPO supervisors, and Navy and Marine Corps disbursing officers, are other MO verifying officials appointed in writing? Paragraph 709.1.		_____	_____
19. Has the COPE assigned a unit number for each financial unit "conducting MOB by designating the first unit as the parent unit and each additional unit numbered consecutively, starting with one? Paragraph 709.1.a.		_____	
20. Do MO clerks prepare MOB reports in accordance with instructions in the Manual? Paragraph 709.		_____	_____
21. Do designated verifying officials or COPES properly verify MOB reports? Paragraph 709.4.			_____
22. Does the MPO with MO units prepare a consolidated report when a separate check is not obtained for each separate unit report? Paragraph 709.5.	_____	_____	_____

	Needs		
	Yes	Improve-	No
		ment	

23. When MOS are issued from two or more different series on the same day, are separate totals for each series listed on the verification tape and in Section I, PS Form 6019? Paragraph 710.1.

_____	_____	
-------	-------	--

24. When MOS are issued out of sequence, are the serial numbers of the MOS issued out of sequence listed as a break in series under Section I, PS Form 6019, and a notation made on the MOB report? Paragraph 710.1. Are the MOS issued out of sequence properly recorded on subsequent MOB reports? Paragraph 710.2.

25. Are missing MO forms, sets, and vouchers properly documented and reported? Paragraph 710.3 and 710.4.

--	--	-------

26. Do MO reports reflect continuity of service to include no-business days and suspended-service periods? Paragraph 710.5.

_____	_____	_____
-------	-------	-------

27. When shortages in MO accounts occur, are they reported on the business day the shortage is discovered and investigated if required? Paragraph 710.10.

_____	_____	_____
-------	-------	-------

28. Are all MO funds kept separate and not commingled with other funds except where authorized by major commanders, including USPS stamp funds; and are the MO funds of one individual kept separate from those of another? Paragraph 711.

--	--	-------

CHAPTER 8

1. Is registered mail under constant surveillance or secured properly at all times? Paragraph 801.

_____	_____	
-------	-------	--

2. Is an unbroken chain-of receipts maintained for all registered mail in MPS channels using only approved USPS or DD forms? Paragraph 801.2.

--	-------	--

3. Are proper procedures followed when handling coded (high value) shipments? Paragraph 801.5.

--	-------	--

4. Are all postal personnel in overseas areas, assigned as registry clerks in AMTs, or MPOS, eligible for a SECRET security clearance and are they U.S. citizens? Paragraph 801.7.

_____	_____	_____
-------	-------	-------

	Needs Yes Improve- No ment		
5. At one-man operations, is prior arrangement made with a local unit or installation commander to provide a witness for registered mail transactions or has the responsible commander approved the use of the phrase "no witness available (NWA)," when required? Paragraph 801.8.	_____	—	_____
6. Have postal activities that handle and store registered mail designated a secure area or registry section for this purpose and is it properly constructed? NOTE : Exceptions shall apply where lack of floor space or other physical constraints make it impractical or impossible to construct a separate registry work area. Paragraph 802.1.	—	—	.
7. Is the registry cage secured by a three-position changeable combination padlock? Paragraph 802.2.	—	—	—
8. To maintain proper security of registered mail, are the policies outlined in this Manual complied with at all times? Paragraphs 802.2.a. , 802.2.b. , 802.2.c. , and 802.d.	_____	—	.
9. Does the on-duty registry clerk control the access to the registry work area to permit access to only the on-duty registry clerks, witnesses, the section supervisors, and personnel authorized to inspect and audit DoD postal facilities? Paragraph 802.3.	—	—	.
10. Do operations that run on a shift basis provide each shift with a separate GSA-approved, three-position, changeable combination padlock to limit access of registry clerks to their specific tour of duty? Paragraph 802.3.	—	_____	_____
11. Are combinations to registry sections and containers properly recorded and stored as described in paragraph 802.4.?	—	_____	_____
12. Is registered mail accepted, processed, and handled in the registry section as outlined in paragraph 802.5.? Specifically: a. Does the registry clerk require the mailer to declare if the registered mail is official or personal when regular postage is affixed? If official, does the clerk stamp "Official" directly below the register number? Paragraph 802.5a.			_____

	Needs		
	Yes	Improve-	No
		ment	

b. For personal registered mail accepted and recorded on PS Form 3806, are the originals provided mailers and the duplicate filed in numerical sequence? Paragraph 802.5.b.

c. Are registered letters and parcels properly postmarked to prevent undetected tampering? Paragraph 802.5.d.

d. When the acceptance window is a separate operation from the registry section, is a PS Form 3854 used to make transfers to the registry section? Paragraph 802.5.e.

e. Using DD Form 2261, is a balance and inventory conducted at the close of each business day or at each shift change, as applicable, and are the original and duplicate copies properly filed? Paragraphs 802.5.h. and 802.5.i.

f. Is supporting documentation for registry transactions properly maintained at all times; that is, PS Forms 3854, 3883, 3849, 3877, and 3806, and DD Form 2261? Paragraph 802.5.k.

13. Is registered mail properly receipted for at the accepting activity, depending on the mode of transportation? Paragraph 803.

14. Does the postal activity correctly report irregularities in receipt of registered mail from carriers? Paragraph 804.

15. Are incoming registered pouches correctly processed and the contents verified? Paragraphs 804.1., and 805.1.

16. During processing are discrepancies and irregularities discovered in registered mail pouches handled in accordance with paragraph 805.3.?

17. Do postal activities that use PS Item 0-817A or PS Item 0-817C ensure that unauthorized personnel do not have access to the seals and that they are only used for their intended purpose? Paragraph 806.1.

18. Are all mailbags used to dispatch registered mail examined to ensure they are not torn or otherwise defective and when dispatched; are they secured with PS Item 0-817C? Paragraphs 806.2., and 806.3.

	Needs	
	Yes	Improve- No ment
19. Is registered mail prepared for dispatch in accordance with instructions contained in paragraph 806.5. of this Manual? Specifically:		
a. When U.S. commercial passenger flights are used to dispatch personal registered mail, is the official mail separated and dispatched on U.S. commercial all-cargo or military flights? Paragraph 806.5.a.	_____	_____
b. Is a USPS registry jacket used when five or more letter-size pieces are dispatched to the same location and is a separate book of PS Forms 3854 used for registry jackets? Paragraphs 806.5.b. , and 806.5.c.		_____
c. Is a separate book of PS Forms 3854 used for inside bills and are they properly prepared? Paragraph 806.5.d.		_____
d. When the activity dispatches registered mail by truck, is a separate book of PS Forms 3854 used and does the outside bill list each registered pouch and OSP dispatched? Paragraph 806.5.f.	_____	_____
e. Are PS Forms 3854, prepared with a ballpoint pen and are errors lined through and initialed by the clerk? Paragraph 806.5.g.	_____	_____
f. Are slide labels properly stamped "PERSONAL" and "OFFICIAL" when required? Paragraph 806.5.h.	_____	_____
g. Is PS Label 87 (surface shipments) or PS Labels 136C or 136E (air shipments) affixed to OSPS being dispatched? Paragraph 806.5.i.	_____	_____
20. When dispatching registered mail to commercial all-cargo air carriers or military air carriers, are individual pieces tagged and labeled properly and are outside bills (PS Forms 3854) handled in the prescribed manner? Paragraph 806.6.	_____	_____
21. Are suspense files for PS Forms 3806 established and is prompt tracer action taken when copies are not returned within the normal two-way transit time? Paragraph 806.7.	_____	_____

	Needs	
	Yes	Improve- No ment

22. When dispatching registered mail directly to MAC or command-owned aircraft, is DD Form 1384 prepared in accordance with instructions shown in figure 11-11? Paragraph 806.8.

23. When tendering registered mail directly to another postal activity, are bills prepared in triplicate and is the triplicate copy retained in the manifold registry dispatch book? Paragraph 806.9.

24. When dispatching registered mail in a closed-body vehicle, is the seal number used to seal the vehicle indicated on the outside dispatch bill? Paragraph 806.10.

25. When dispatching registered mail by truck, does a U.S. citizen driver or guard accompany the shipment and is the mail secured properly? Paragraph 807.2.

26. Is official registered mail only tendered to U.S. commercial all-cargo carriers offering non-stop service? Paragraph 807.1.a.

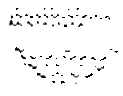
27. Is registered mail containerized to the maximum extent possible and is it containerized properly? Paragraph 807.1.c.

28. Is official registered mail only dispatched on flights designated by the appropriate JMPA? Paragraph 807.1.d.

29. Are "ramp watching" procedures conducted properly for all official registered mail received or dispatched on commercial carriers? Paragraph 807.1.e.

CHAPTER 9

1. Have SOPs been developed to provide detailed instruction in the following areas? Paragraph 902.
- a. Security.
- b. Emergency destruction of USPS funds, accountable paper, mail, and postal equipment.
- c. Postal Operating Plan.
2. Are assigned personnel familiar with procedures in the SOPs above?
3. Have local procedures been established for monitoring and processing customer complaints and are the following supplies on hand to process customer complaints? Paragraph 904.2.b. , and Parts 252 and 254 POM.
- a. Label 97, "Rifled Parcel."
- b. PS Form 565, "Registered Mail Application for Indemnity."
- c. PS Form 673, "Report of Rifled Mail."
- d. PS Form 1510, "Mail Nondelivery Report."
- e. PS Form 2855, "Claim for Indemnity - International Insured Mail."
- f. PS Form 3760, "Wrapper Found Without Contents."
- g. PS Form 3812, "Request for Payment of Domestic Postal Insurance."
4. Are the most current copies of the following readily available or posted in plain view of customers? Paragraph 904.3.
- a. USPS Publication 2, "Packaging of Mailing."
- b. USPS Publication 65A, "National ZIP Code & Post Office Directory."
- c. USPS Poster 103, "Domestic Postage Rates, Fees and Information."



	Needs		
	Yes	Improve-	No
		ment	
d. USPS Poster 51, "International Postage Rates and Fees. "	_____		
e. USPS Poster 74, "Packing Tips from your USPS."		_____	_____
f. USPS Form 4314-C, "Consumer Service Card."			_____
g. Example of a properly completed change of address card.			
h. Example of a correct mailing address.			_____
i. Hours of operation.			
j. Mail collection and closeout times.		_____	
k. Customs information.	_____		_____
5. Are clerks familiar with the differences between the classes of mail? Subchapter 130, DMM.	_____		_____
6. Are clerks familiar with what matter must be <input type="checkbox"/> ailed at the First-Class rate? Section 321.1, DMM.	_____		
7. Are proper rates of postage being assessed according to class, weight, and, if applicable, zone? Subchapters 310, 410, 610, and 710 DMM.	_____	_____	_____
8. Are clerks familiar with what class of mail is applicable to which special service; that is, registry, certified, insured, special handling, PAL, etc.? Chapter 9, DMM.			
9. Are clerks charging the proper zone-rated postage for mail addressed to other MPOS? Paragraphs 905.1.c. and 905.1.d.			
10. Are clerks computing postage properly for international mail? IMM.		_____	
11. Do clerks enforce standards for the packaging and labeling of <input type="checkbox"/> ail? Part 121, DMM.	_____		
12. Do clerks enforce proper addressing requirements before accepting mail? Part 122, DMM.	_____	_____	
13. Is mail from persons and activities not authorized MPS privileges being returned to sender endorsed "Sender Not Authorized MPO Privileges?" Paragraph 905.2.e.			

	Yes	Needs Improve- ment	No
14. Is mail addressed to persons and activities not authorized MPS privileges being returned to sender endorsed "Addressee Not Authorized MPO Privileges?" Paragraph 905.2.e.	_____	_____	_____
15. Are mailings received for personnel with limited postal privileges returned to sender when they exceed the prescribed weight limitations? Paragraph 905.2.f.		_____	_____
16. Are parcels accepted as Priority mail or for PAL service appropriately marked before the actual sale of stamps or affixing of postage meter tapes? Paragraph 905.23.	_____	_____	_____
17. Does the MPO maintain a file of PS Forms 1509, "Sender Application for Recall of Mail," for personal mail recalled by its customers? Section 152.7, DMM.		_____	_____
18. Are clerks aware that special delivery and special handling service is not available for mail addressed to military installations including other MPOS? Paragraph 905.3.	_____	_____	_____
19. Are clerks properly computing fees for special services and adding them to the postage for the article mailed? Chapter 9, DMM.	_____	_____	_____
20. Are clerks familiar with the proper procedure for processing return receipts? Part 932, DMM.	_____	_____	_____
21. Are return receipts only used on registered, certified, and numbered-insured articles? Part 932, DMM.	_____	_____	_____
22. Is restricted delivery only used on registered, certified, or numbered-insured articles? Part 933, DMM.	_____	_____	_____
23. Does the MPO honor requests for cancellations for philatelic purposes from customers when service does not interfere with regular business? Paragraph 905.4	_____	_____	_____
24. Are clerks familiar with what types of mail may or may not be insured? Part 913, DMM.	_____	_____	_____
25. Do clerks recommend to customers that items exceeding \$500 in value be registered rather than insured? Paragraph 905.5.b.	_____	_____	_____
26. Is absentee balloting material given expeditious handling and placed on top of letter packages? Paragraph 905.10.		_____	

	Needs		
	Yes	Improve-	No
		ment	
27. Is the MPO supervisor aware of the privileged nature of mail and postal records and the requirements that must be met before individuals and agencies conducting official investigations can examine them? Paragraph 905.14.		_____	_____
28. Are accepting clerks familiar with what constitutes non mailable matter? Parts 123 and 124, DMM.		_____	_____
29. Are there adequate safes and other secure receptacles available for safeguarding postal effects? Paragraph 906.1.b.	_____		
30. Are field safes that are used to store postal effects secured to fixed objects to prevent removal? Paragraph 906.1.c.	_____	_____	
31. Are personal effects or funds stored in the MPO? Paragraph 906.1.e.	_____	_____	_____
32. Is access to MPO work areas limited to personnel conducting official postal business and are all others escorted or under constant surveillance by military postal personnel? Paragraph 906.1.f.			_____
33. Does the MPO supervisor keep a written current list of individuals issued keys to the post office? Paragraph 906.1.g.	_____		_____
34. Do MPO personnel deliver mail to addressees, their agents, personnel of other MPOS , or designated mail clerks only after proper identification is presented? Paragraph 906.1.i. NOTE: Proper identification is considered to be Government-issued I.D. card or U.S. passport, or a DD Form 285 when a copy is on file at the serving MPO.	_____		
35. Are combinations and keys to containers in which funds, postal effects, mail, or postal equipment are stored, sealed in PS Form 397.7 envelopes and protected properly? Paragraph 906.2.		_____	_____
36. Is damaged mail securely rewrapped or resealed and endorsed properly? Paragraph 906.3.	_____	_____	_____
37. Are articles found loose in the mail disposed of properly? Paragraph 906.4.	_____	_____	

Needs
Yes Improve- No
ent

11111111
1111

38. Are uncanceled stamps found loose in the mail reaffixed to mail or placed in a locked container for destruction and are they destroyed at least monthly? Section 159.43, DMM.

39. Are MPOS processing insured and registered claims for loss before the minimum waiting period specified by the USPS? Section 149.2, DMM.

40. Are postal clerks properly assigning claim numbers on PS Form 3812 for insured indemnity claims? Section 149.332, DMM.

41. Is a record of claims being kept on file at the MPO for each insured and registered claim filed? Section 149.332, DMM.

42. Has a suspense system been established to insure prompt processing of incoming claims? Paragraph 906.6.e.

43. Are completely damaged articles with little or no salvage value retained by the customers or destroyed if unwanted by them? Section 149.6, DMM.

44. Are damaged insured articles with salvage value retained for 90 days, then forwarded to the dead parcel branch? Section 149.6, DMM.

45. Are damaged registered articles, including packaging, retained and protected by the MPO until the St. Louis PDC instructs them to release it? Section 149.6., DMM.

46. Are customers given PS Forms 3831, "Receipt for Article(s) Damaged in Mails," in exchange for damaged articles? Section 149.6, DMM.

47. Are fees for claims information forwarded to the serving postmaster with a letter of explanation? Paragraph 906.6.i.

48. Do clerks require all personal parcels believed to contain merchandise to have properly completed customs declarations attached? Paragraph 907.

	Needs		
	Yes	Improve-	No
		ment	

49. Do clerks verify that articles listed on the customs tag are mailable to the United States, a foreign address, or another MPO? Paragraphs 907.2. and 907.3., IMM, and Exhibit 125.2., DMM.

50. Are MPO supervisors aware under what circumstances mail sealed and not sealed against inspection may be opened, read, and searched? Paragraph 908.

51. Are MPO supervisors aware mail may not be detained in excess of 72 hours to allow military officials to gather evidence for a search authorization? Paragraph 908.3.a.

52. Are reports properly submitted when mail reasonably suspected of being dangerous to persons or property is removed from postal channels? Paragraph 908.4.

53. Is information about mail sent or received by particular senders or addresses disclosed only under the conditions prescribed in this Manual? Paragraph 908.5.

54. Are supervisors aware of which officials are authorized to issue search warrants and authorizations? Paragraph 908.6.a.

55. Are search warrants and authorizations properly executed? Paragraph 908.6.b.

56. Are MPO supervisors aware of which officials are authorized to order mail covers? Paragraph 908.8.b.

57. When an oral mail cover order is issued, is the authority confirmed in writing within 2 working days? Paragraph 908.8.c.

58. Is information gathered from a mail cover held until release is authorized by the official who ordered the mail cover? Paragraph 908.8.e.

59. Are mail covers in effect more than 30 days without an authorized extension by the requesting official? Paragraph 908.8.g.

60. Are mail covers in effect more than 120 days without extension by the Military Service's senior military postal official in the major overseas command? Paragraph 908.8.g.

Needs
Yes Improve - No
ment

61. Are random inspections only conducted when ordered by an official authorized to issue in a search authorization? Paragraph 908.9.

— — —

62. Is a military postal clerk present when host country officials inspect or in any way detain the mail? Paragraph 908.10.a.

63. Does the postal activity supervisor submit written seizure reports to the major postal commander and MPSA on mail confiscated under this section within 15 days of the seizure? Is the addressee also notified of the seizure? Paragraph 908.11.

Needs
Yes Improve- No
ment

CHAPTER 10

1. Does the MPO make mail available for pickup 6 days a week? Paragraph 1001.3. _____
2. Do postal activities that tender and receive mail directly from air carriers operate 7 days a week (when service is available)? If no, have exceptions to this policy been approved by MPSA? Paragraph 1001.3. _____
3. Is mail collected from collection boxes IAW posted collection schedules? Paragraph 1002.1. _____
4. Are collection times on collection boxes synchronized with dispatch schedules? Paragraph 1002.1. _____
5. Has at least one collection box been designated for Sunday and holiday mail collection when onward dispatch capability is available? Paragraph 1002.1. _____
6. Do collection box notices state that the mail deposited after the office closes will not be postmarked until the following duty day and contain a statement for weekend and holiday exceptions? Paragraph 1002.2.a. , 1002.2.b. _____
7. Is mail properly postmarked and canceled in accordance with Part 423, POM? Paragraph 1002.2.a. _____
8. Are requests for philatelic postmarks honored except when precluded for security reasons? Paragraph 1002.2.c. _____
9. Is missent mail postmarked on the back to indicate date of receipt before being redispached to the end destination? Paragraph 1002.2.d. _____
10. Is mail discovered with insufficient postage properly handled? Paragraph 1002.2.e. _____
11. Are CONUS sortation cases designed in accordance with the MDILAH? Paragraph 1002.3. _____
12. Are letter and flat bundles properly made up and secured? Paragraphs 1002.4. and 1002.5. _____
13. Are all rules pertaining to pouching and sacking followed? Paragraph 1003.1. _____
14. Are proper tags. and labels used on pouches and sacks of mail? Paragraph 1003.2. _____

	Needs		
Yes	Improve-	No	
	ment		

15. Are official intelligence pouches, DPs, and CASREP pouches, WSPs, and JUMPS pouches not consolidated with other mail matter and kept intact at all times?
Paragraph 1003.3.a.

16. Are USPS mail bags used for transporting U.S. mail and not used for any other purposes? Paragraph 1003.3.b.

17. Are empty mail bags examined after use to make sure that no mail is left inside and that slide labels have been removed? Paragraph 1003.3.b. (1).

18. Are surplus bags returned frequently to mail bag depositories? Paragraph 1003.3.b. (2).

19. Is coordination made with other postal activities for intratheater use of bags before returning them to mail bag depositories? Paragraph 1003.3.b. (2).

20. Is the gross weight of mail equipment to be transported by air properly placed on slide labels?
Paragraph 1003.3.b. (3).

21. Is Diplomatic Pouch and JUMPS mail properly handled?
Paragraphs 1002.2.c. and 1003.3.d.

22. Is hazardous material properly handled in accordance with Section 124.3, DMM and Paragraph 1004.1?

23. Are errors in makeup and dispatch of mail by other postal activities properly reported on DD Form 2273 and are slide labels and facing slips attached to the report?
Paragraph 1005.1.a. and 1005.1.b.

24. Is missent mail postmarked, made up, and dispatched as required? Paragraph 1005.2.

25. Are guidelines followed to report excessive transit times? Paragraph 1005.3.

26. Does the MPO dispatching activity backstamp slide labels to show the date the pouch was closed? Paragraph 1005.4.

CHAPTER 11

1. If facility is an MCA, does the executive agent ensure that the following is accomplished? Paragraph 1103.

a. Receipt, dispatch, and mail delivery is available 7 days a week when daily carrier service is available. Paragraph 1103.1.

b. An inventory and control system is established to ensure that all incoming mail is properly accounted for and processed on a first-in, first-out basis by category. Paragraph 1103.2.

c. Air carrier facilities are continuously monitored to ensure that outbound mail is moved in accordance with established schedules or agreements. Paragraph 1103.3.

d. Coordination with JMPA and other MCAS to ensure best possible area mail service is maintained. Paragraph 1103.4.

e. Coordinating cells are set up with representatives from the services supported and local transportation agencies to resolve scheduling differences, integrate resources, and plan for augmentation for mail surges. Paragraph 1103.5.

f. Develop POP and integrate critical entry and clearance times with supported MPOS. Paragraph 1103.5.

g. Coordinating incoming and outgoing mail movements with local feeder land and air transportation resources, to include ensuring consolidated schedules of truck runs serving the terminal are established and published. Paragraph 1103.6.

h. Current carrier schedules are maintained and routing schemes are developed for all ☐ilitary and commercial transportation. Paragraph 1103.7.

i. A copy of these schemes is provided the appropriate JMPA, MPSA, and the interconnecting MCAS and postal activities serviced by that MCA. Paragraph 1103.7.

j. Support is provided to mobile deployed units within the MCA area of responsibility. Paragraph 1103.8.

	Needs Yes Improve- No ment		
k. Quality control operations are coordinated at the terminal to monitor, evaluate, document, report, and identify mail problems and recommend corrective action. Paragraph 1103.9.	_____		
1. Accurate and timely PNA reports are submitted as required. Paragraph 1103.10.	_____	_____	
m. Registered mail shipments and transfer of mail between carriers is monitored. Paragraph 1103.10.	_____		_____
n. Mail transit times are monitored in accordance with published guidance (TTISMM) when activity is identified to participate. Paragraph 1103.11.	_____	_____	
0. Coordination with carriers is conducted to advise them of mail generation volumes, as appropriate.	_____		_____
p. Management of the mailbag equipment inventory for the MPOS receiving and dispatching mail through the MCA. Paragraph 1110.3.	_____	_____	
2. Is First-Class, Priority, and MOM mail being tendered to air carriers on an equitable basis and is SAM tendered as outlined in Subchapter 330, T-7 Handbook? Paragraph 1109.1.a.	_____		
3. Are all pertinent factors considered in determining which airline schedule offers the best service? Paragraph 1109.1.b.	_____		_____
4. Are guidelines for tendering mail to military aircraft followed? Paragraph 1109.2.	_____	_____	_____
5. Has the postal activity obtained prior approval before using a foreign air carrier? Paragraph 1109.3.a.	_____		_____
6. Are procedures for obtaining approval to use foreign air carriers followed? Paragraph 1109.3.b.	_____		_____
7. Are all required actions accomplished before mail is tendered to a foreign air carrier.? Paragraph 1109.3.d.			
8. Are procedures for ramp transfers of mail from U.S. . commercial to foreign air carriers followed? Paragraph 1109.4.		_____	_____
9. Is proper dispatch documentation used and completed when tendering mail to carriers? Paragraph 1109.1.	_____	_____	_____

	Needs		
	Yes	Improve-	No
		ment	

10. Is Navy mail documented separately from APO mail and are slide labels on pouches containing FPO mail annotated "NAVY" on the lower right side? Paragraph 1110.1.a.

11. Are mail weights properly reflected on manifests? Paragraph 1110.2.

12. Has the major commander established an intratheater mailbag depository by issuing a supplement to this Manual? Paragraph 1110.3.a.

13. Are procedures for returning excess empty equipment to CONUS followed? Paragraph 1110.3.b.

14. Are procedures for receipting for mail from U.S. air carriers followed? Paragraph 1111.1.

15. Are procedures for receipting for mail from foreign air carriers followed? Paragraph 1111.2.

16. Are excessive transit time reports being forwarded as required? Paragraph 1112.2.

17. Are PNAs prepared only for matters directly affecting mail movement such as strikes, weather, flight cancellations, etc? Paragraph 1112.2.a.

18. Are PNAs directed at the proper level, depending upon the scope of the problem? Paragraph 1112.2.a.

19. At a minimum, are MCAS submitting PNAs at least weekly to their supporting JMPA, with informational copies to MPSA? Paragraph 1112.2.d.

20. Do PNA messages contain sufficient information to pinpoint mail movement problems? Paragraph 1112.2.a.

21. Is distribution of PNAs done on a selective basis and not through broad AIGs? Paragraph 1112.2.d.

22. Are irregularities against U.S. commercial air carriers properly reported on PS Form 2759 and submitted to the proper USPS office? Paragraph 1113.3.a.

23. Are irregularities against foreign air carriers properly reported by letter to MPSA? Paragraph 1113.3.b.

24. Are irregularities against MAC air carriers properly reported? Paragraph 1113.3.c.

	Yes	Needs Improve- ment	No
25. Are meetings with air carriers conducted in accordance with Part 742, T-7? Paragraph 1113.4.	_____	_____	_____
26. Does the postal activity ensure that proper security is being provided for mail that has been tendered to air carriers? Paragraph 1114.1.		_____	_____
27. When vehicle drivers are not designated postal clerks and have a key or combination used to secure the vehicle, are tin-band seals (PS Item O-817A or C) affixed to the doors, in addition to a lock? Paragraph 1114.2.a. NOTE : If a designated postal clerk, serving as a mail guard, accompanies the shipment, or the vehicle driver does not have access to the key or combination to the lock, a tin-band seal is not required.		_____	_____
28. Are proper procedures followed when a tin-band seal is used? Paragraphs 1114.2.a.(1) through 1114.2.a.(4).	_____	_____	
29. Is one of the following security procedures used to protect mail while being transported between postal activities or carrier facilities?	_____		_____
a. A closed-body vehicle equipped with lockable doors. Paragraph 1114.2.a.			_____
b. A guard riding in the body of the vehicle when an open-body vehicle is used to transport unpalletized mail. Paragraph 1114.2.b.	_____	_____	_____
c. A guard positioned so as to maintain visual contact with the mail at all times when he or she is unable to ride in the body of an open-body truck. Paragraph 1114.2.c.	_____	_____	_____
30. Are proper procedures for securing and dispatching sea-van containers followed? Paragraph 1114.3.b.		_____	_____
31. Is receipt of sea-van containers reported by message to the JMPA as required? Paragraph 1114.3.c. and figure 11-16.	_____		_____
32. Have proper procedures been followed in reporting and recovering mail from accidents? Paragraph 1114.4.	_____	_____	_____
33. In routing mail to mobile units, are proper procedures followed when exchanging closed mails with post offices of member nations of the UPU? Paragraph 1115.2.	_____		

CHAPTER 12

1. Are audits being performed only by personnel authorized to conduct audits? Paragraph 1202.1.
2. Are all general audit rules followed when conducting audits? Paragraph 1202.3.
3. Are DD Forms 2259, "Report of Audit of Postal Accounts," completed properly? Paragraph 1202.4.
4. Are different types of accounts (that is, window, filler, COPE, etc.) being audited at least at minimum required intervals? Paragraph 1202.5.
5. Is an audit conducted each time a new COPE is designated? Paragraph 1202.6.a.
6. Are personnel who consistently show excessive overages and shortages relieved of duties involving the handling of postal effects? Paragraph 1202.8.
7. When overages and shortages are beyond tolerance, are they reconciled properly? Paragraph 1202.9.
8. Are audit results of PFOS and COPES with flexible credits properly submitted to the accountable postmaster? Paragraph 1202.10.b.
9. Has the MPS activity been inspected by the major command within the past year and is a copy of the inspection report maintained on file? Paragraphs 1202.3. , and 1202.4.
10. Are MPOS conducting quarterly inspections of unit mailrooms they service as required by Volume II, Chapter 3, Paragraph 307.3. (DCD 4525.6M, Vol II Feb 87)

CHAPTER 13

1. Is the MPO supervisor taking proper action to ensure facilities meet adequacy standards? Paragraph 1303.1.

	Needs		
	Yes	Improve-	No
		ment	
2. Does the space provided for various work sections meet minimum space criteria for both direct and general support areas? Paragraphs 1304., and 1305.	_____		
3. Does the facility meet or exceed the structural criteria established for the building? Paragraph 1307.	_____		_____
DoD Postal Supply Catalog DoD 4525.6-C			
1. Does the MPO or activity have a FEDSTRIP activity address code assigned? Paragraph 102.	_____	_____	_____
2. Have all accountable equipment items been receipted for by the COPE on PS Form 1590? Paragraph 103.3.	_____	_____	_____
3. Have accountable equipment items entrusted to the custody of military postal and financial postal clerks been receipted for on PS Form 1590? Paragraph 103.4.	_____	_____	_____
4. Have nonaccountable equipment items been picked up on unit or installation property books? Paragraph 104.	_____	_____	
5. Has a postal supply clerk been designated? Paragraph 105.	_____		
6. Has a PS Form 1586, "Supply Record," been completed for each supply item maintained? Paragraph 105.2.	_____		
7. As part of supply management, has an inventory control system been established to ensure supply levels meet current operational requirements? Paragraph 107.	_____	_____	_____
8. Is at least a 3-month level of supplies maintained? Paragraph 109.		_____	
9. Are looseleaf USPS publications that are revised by transmittal letters or other publications (that is, the DMM, POM, and ASM) requisitioned on PS Form 7380? Paragraph 115.	_____		_____
10. Is a separate PS Form 7381 submitted for each different item of equipment desired and is the requisition properly routed? Paragraph 116.		_____	_____

- | | Needs | | |
|--|-------|----------|-------|
| | Yes | Improve- | No |
| | | ment | |
| 11. Are rubber and steel stamps listed in Appendix F of the catalog requisitioned on PS Form 1567? Paragraph 118. | _____ | | |
| 12. Are the maintenance standards for USPS equipment items outlined in Appendix C being followed? Paragraph 122.2. Does the postal activity that expends USPS funds for local repair of USPS equipment have prior written approval from the major commander before such funds are expended? Paragraph 122.4. | _____ | _____ | |
| 13. Are scales used at MPOS and MCAs tested for accuracy at least annually? Section 424.33, POM. | _____ | _____ | |
| 14. Have responsible commanders established programs for local maintenance and repair of equipment? Paragraph 122.2. | | _____ | |
| 15. Is PS Form 4805, "Work Record Sheet," prepared to accompany equipment returned to the accountable postmaster for repair?" Paragraph 123.1. | _____ | | |
| 16. Is the serving JMPA notified by electrical message when equipment is returned for repair? Paragraph 123.1. | _____ | _____ | |
| 17. Are USPS supply items (such as forms, tags, and labels) required for training requisitioned and maintained separately from postal prepack items? Paragraph 124.5. | _____ | _____ | _____ |
| 18. When the local purchase of supply items has been authorized, has the major commander issued implementing instructions? Paragraph 125. | _____ | _____ | |
| 19. Does the MPO facility have the USPS equipment necessary to maintain an efficient operation? Appendix A. | _____ | | _____ |

Military Post Office Mail Distribution Scheme (MPOMDS)
DoD 4525.6-L-2 (Reference L)

- | | | | |
|--|--|-------|-------|
| 1. Does the major overseas commander review the MPO MDS to ensure information on units and activities within the command is correct and complete? Paragraph 101.2.a. | | | _____ |
| 2. Do the major overseas commanders submit changes to the MPO MDS in a timely manner? Paragraph 101.2.b. | | _____ | _____ |

	Needs		
	Yes	Improve- ment	No
3. Does the postal activity supervisor verify the information on units and activities listed in the MPO MDS as serviced through his or her activity? Paragraph 101.3.c.	—	.	—
4. Are postal activity supervisors promptly notifying their command HQs of changes to the MPO MDS? Paragraph 101.3.c.	—	.	
5. Are changes to the MPO MDS numbered consecutively as of 1 January of each year? Paragraph 102.2.	—	.	—